MCLE Department
Record Retention Policy
Updated 10-09-2014

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Database	a) Attendance information by member since 1/1/2004. b) Accredited program information.	a) 6 years b) 6 years	Administrator	a) Electronic b) Electronic	Server
Compliance Reports[1]	Forms filled out each 3 year cycle.	6 years	Administrator	Electronic beginning with 2014 reporting period	Server
Program accreditation applications	Material pertaining to applications that are approved or not approved	6 years	Administrator	Electronic	Server
Other applications	Applications for teaching or research credit	6 years	Administrator	Electronic	Server
Correspondence regarding reinstatement	Letters informing members of new reporting period.	3 years	Administrator	Electronic	Server
Attendance information	Information received from individual member or program provider	3 years after information is entered into database	Administrator	Electronic	Server

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Misc. correspondence		1 year	Administrator	Hard copy and/or Electronic	Office/Server
MCLE Board or MCLE Committee	Minutes	Permanent	Administrator	Electronic	Server
Historical information on program inception	Various materials including bar newspaper articles	Permanent	Administrator	Electronic	Server

[1]Since the inception of the MCLE program, these records have been filed in MCLE member files.